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Issue No.: 3

Effective Date: 8-November-2004

- 2.1 On the desktop select the “DNADData” icon. Once in Windows NT explorer select the labeled DNA data folder to find the file for the sample set (i.e. 2001-001). Click on the file with the small notepad icon next to the filename (txt file). Verify that the printer is on, then select File and then Print from the toolbar.
- 2.2 Once the reports have been printed, obtain the appropriate initials from the analyst and witness (see sample report below). Ensure that all DNA isolation Report pages contain the file name and analyst’s initials.

Date: Monday, June 04, 2004  
Time: 05:50 PM

Protocol Name: QIAamp 96 DNA Dried Spots  
No. of Samples: 88  
ID of Plate: 2004-141

PBS Lot Number:  
AL Buffer Lot Number:  
AW1 Buffer Lot Number:  
AW2 Buffer Lot Number:  
95% Ethanol Lot Number:  
AE Buffer Lot Number:  
Qiagen Protease Lot Number:

Lysate transferred manually to QIAamp plate for the following samples:

Lysate transfer witness: \_\_\_\_\_

◆END